

Waco City Council Appointment Process

May 14, 2024



Michelle Hicks, City Secretary

Appointment Process

Overview

- Charter Requirements
- Eligibility for Office
- Appointment Process/Timeline
- Notice to the Public

Waco City Charter

Article II, Section 4 of the Waco City Charter provides that vacancies in the Council arising from any cause shall be filled by a majority vote of the remaining members for the unexpired term or until the next City general election.



Eligibility Requirements



Qualifications

(Election Code Sec. 141.001(a) & Waco City Charter Art. II, Sec. 3)

- Must be a United States Citizen.
- Must be 21 years of age or older.
- Have not been determined totally or partially mentally incapacitated without the right to vote by a final judgment of a court exercising probate jurisdiction.
- Have not been fully convicted of a felony from which the person has not been pardoned or otherwise released from the resulting disabilities.



Qualifications Cont...

- Must be a resident of the District for six (6) months immediately preceding the date the appointment is made.
- Have resided in the State of Texas and the City of Waco for 12 months.
- Qualified voter of the State of Texas and City for 12 months immediately preceding the date appointment is made.



Appointment Process & Timeline

Appointment Process & Timeline

**Wednesday
May 15, 2024**

- Press release on the application process
- First Day to file an application. Office hours to apply are Mon-Fri., 8:00 am to 5:00 pm.

**Friday
June 7, 2024**

- Last day to file. Must be received by 5:00pm

**Thursday
June 20, 2024**

- Work Session: Interviews
- Executive Session: Discussion

**Tuesday
June 25, 2024**

- Executive Session: Discussion, if necessary
- Business Session: Resolution Appointing Representative to Fill the City Council District IV Vacancy
- Administer Oath of Office

Public Notice



Notice to the Public

- Press Release
- MyWacoTV
- City of Waco Website
- Social Media
- Neighborhood Engagement Office



Questions?

THANK YOU.

- Please contact mhicks@wacotx.gov for any questions

be... on.